

Missouri Ethics Commission

-Filing Tips-

As you begin filing the July Quarterly Report, please note the following tip

Step 5: Prior Report Totals

The amount for **Money on Hand at the beginning of this reporting period** should match the amount for **Money on Hand at the close of the reporting period** from the last full disclosure report filed.

Figure 1: Money on Hand from last full disclosure report filed

Statement of Beginning and Ending Financial Condition	
Money On Hand	
24. Money On Hand at the beginning of this reporting period (Including funds in depository, cash, savings accounts and all other investments)	\$ 6,750.00
25. Monetary Receipts this Period (From Item 5 - this page)	+ 0.00
26. Monetary Disbursements Made This Period (Sum 10 + 16A + 23) a) Disbursements By Check \$ 0.00 b) Disbursements By Cash \$ 0.00	- 0.00
27. Money On Hand at the close of this reporting period (SUM 24 + 25 - 26)	\$ 6,750.00

Step 1

Figure 2: July Quarterly Report (current report)

MECID:	Period: 4/1/2013 to 6/30/2013
Committee: JUANITA TEST COMMITTEE	Report: July Quarterly Report
Prior Report Totals	
Enter the following information, for each category, from your last report summary.	
Receipts:	
Total receipts previously reported this cycle (Line 8B):	<input type="text"/>
Expenditures:	
Total expenditures previously reported this cycle (Line 14B):	<input type="text"/>
Contributions Made:	
Total contributions made previously reported this cycle (Line 19B):	<input type="text"/>
Money on Hand:	
Money on hand at the beginning of this reporting period (Line 27):	<input type="text"/>
Indebtedness:	
Indebtedness at the beginning of this reporting period (Line 34):	<input type="text"/>
View Previous Reports	Report Menu

Step 2

Using the ending amount found in your last report (i.e. Figure 1) manually enter (type) the **same** amount in the report you are currently filing (i.e. Figure 2).